

guidance Index

An annotated bibliography of selected guidance materials published monthly during the school year

Vol. XII, No. 4, April, 1949

THE OCCUPATIONAL INFORMATION LIBRARY—II

This article is the second in a series of three which deal with certain questions that arise when the library begins a collection of occupational information.

A RECENT study points out that any system for organizing occupational information is "only relatively good or bad in terms of the adequacy with which it meets the needs of the institution it is set up to serve."* This statement is followed by a list of suggested criteria for determining the adequacy of such systems:

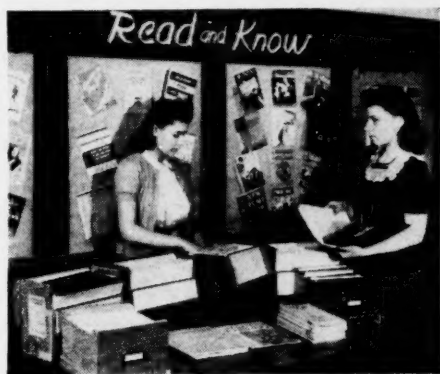
1. Is the system easy to understand, set up, maintain, use?
2. Is it economical to set up and maintain, both with respect to time and money?
3. Does it provide for all types of material: occupational materials, miscellaneous guidance materials, training facilities materials?
4. Are similar types of material located together?
5. Does it provide for rapid coding of material to facilitate filing?
6. Does it provide for cross-referencing material?

7. All in all, does it meet the needs of the school?

Any system which allows affirmative answers to these questions is "right" for the particular school.

Library Organization

Books: Most high school libraries use the Dewey decimal system of classification. Placing all books about careers under one number brings all this type of information together in one section of the library.



An attractive display of career and job publications will encourage student use.

*"The Occupational Information Library: A Manual." Anne Davies Bedinger. *Work and Training*, Vol. 8, No. 2 (Oct., 1948), publication of the State Board of Education, Richmond 19, Va.

Catalogs: These may be shelved, boxed and shelved, or filed, each system offering both advantages and limitations. Shelved catalogs are accessible, but they collect dust. Catalogs look nice when boxed, but are less likely to be used. While files and file folders cost money, filed catalogs remain clean and are easy to "pull."

Some libraries arrange all catalogs alphabetically, regardless of type of institution. Others divide them into trade schools and colleges or according to some other scheme.

Pamphlets: Numerous agencies and individuals have developed systems for filing occupational information. Most either arrange all occupations alphabetically or classify them in some manner that groups related occupations. While the alphabetical arrangement may be simpler for the uninitiated, a grouped system is usually superior for the counselor's regular use.

Location of the Library

The library may be located in the counselor's office, a classroom, or a

corner of the school library. The main thing is for the collection to be kept where it is convenient and where students and faculty will use it. Enough space for a reading table and chairs and adequate lighting are important. Attractive displays will help to increase the material's use.

THEME of the MONTH

The theme of the April Life Adjustment Unit is successful social relationships. Author of the "Booklet," *Getting Along with Others*, is Dr. Helen Shacter, a psychologist with many years of experience in teaching and consulting with young people. The "Booklet" discusses basic social needs, getting along with the other sex, reasons for unsuccessful social relations, and skills which help to improve such relations. (See Review Item No. 74.) The associated Instructor's Guide will aid teachers in presenting the material to their students.

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, attempts to list the best current material which is pertinent to guidance in its broader concepts. The items are divided into two groups, vocational and non-vocational, and are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (§) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

75 items
covering 46 subjects
of which 40 are free or inexpensive

Vocational Material

Items which appear under this heading give information about vocations and occupational fields. Earnings, duties, education and training, trends, qualifications, etc., are some of the topics discussed in this material

Agriculture

1. *THE HIRED FARM WORKING FORCE OF 1947. [Bur. of Agricultural Economics, U.S. Dept. of Agriculture, Washington 25, D.C.] 1948. 16pp. Free.

This pamphlet presents facts about the numbers and composition of the farm working force, the major activity of the workers, and their wages and hours. This material should help counselors advise students who are interested in agricultural work.

Air Transportation

2. UNIVERSITY COURSES IN AIR TRANSPORTATION. Donald F. Mulvihill. Rev. ed. [University Press, University, Ala.] 1948. 36pp. 50c.

As air transportation becomes increasingly important, university courses in this field are naturally growing in number. This booklet conveniently brings together current information about available offerings. It lists the institutions that provide training in air transportation and discusses the phase — economics, management, technology — that each emphasizes. A final section presents plans for expansion now under consideration. Students and counselors can use this booklet as a standard reference.

Armed Forces

3. THE ARMY SCHOOL CATALOG. [Govt. Print. Off., Washington 25, D.C.] 1948. 523pp. \$1.00.

This book provides a handy reference to officer and enlisted courses of instruction available in Army schools and to pre-

requisites for the courses. Full description of instruction available in the Army Ground Forces schools, the Administrative and Technical Services schools, the Department of the Army schools, and the Command and General Staff College is included.

Art

4. *FINE AND COMMERCIAL ART. Maureen Daly. High School Career Series, No. 10. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 5pp. 10c.

This leaflet points out that while talent is important to the future artist, training and industry are also essential. The article discusses some available training opportunities, the several different types of art work, and possible earnings in the field.

5. *JOB BRIEF ON CLOTHES DESIGNER. [Guidance Chronicle, Moravia, N. Y.] 1948. 2pp. 10c. Reprinted from *Guidance Chronicle*, Dec., 1948.

This sheet offers a definition of the job title and suggests a number of related jobs that require similar training. It also deals briefly with employment opportunities, qualifications, preparation, and the current outlook in the field.

Business and Management

6. *SMALL BUSINESSES. Fact Sheet No. 9. [Charm, 122 E. 42d St., New York 17.] 1948. 14pp. 10c.

This fact sheet discusses possibilities of starting one's own business — the personal characteristics needed, types of

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

business, previous experience, amount of capital, location, legal considerations, and business procedures. A chart gives details about such matters, plus names of trade associations and pertinent references for 13 kinds of retail stores. A general list of reading material is also included.

7. ***YOUR CAREER IN BUSINESS.** Elmore Petersen and Sam Black. "Your Career" series, Program No. 12. [Dept. of Radio Production, Univ. of Colorado, Boulder, Colo.] 1948. 6pp. 10c.

In this radio script, a business educator and an active businessman discuss the vocational opportunities offered by business. They point out the personal qualities needed for success, the training that helps the beginner, and the variety of occupations found in business.

Clerical Work

8. ***THE VARI-TYPIST: A JOB ANALYSIS AND EVALUATION.** [Ralph C. Coxhead Corp., 333 Avenue of the Americas, New York 14.] 1948. 4pp. Free. This leaflet describes the duties, basic knowledge requirements, special training, and personal aptitudes that pertain to the job of Vari-Typist. Salary information is provided by comparison to standard typists. Another booklet, *A New Career for Women*, also available free from the Ralph C. Coxhead Corp., describes the appearance and operation of the modern business machine known as the Vari-Typer. Both publications should interest commercial students.

Domestic and Personal Service

9. ***BARBER.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1947. 8pp. 25c. Quantity prices. This booklet considers the barber's job — how he gets started, what he does, and how much he earns. Employment prospects, training and qualifications, legal requirements, and working conditions are also included. While specific information for the Detroit area is featured, much of the material applies to all sections of the country.

Education

10. ***OPPORTUNITIES FOR TRAIN-**

ING IN COUNSELING. Research Bulletin No. 27. [H. T. Manuel, Director of Research, Texas Commission on Coordination in Education, University Station, Austin, Texas.] Mar., 1948. 11pp.(3-13). 6c.

This article presents the results of a study of the available courses in testing, counseling, guidance, and related subjects offered by Texas colleges and universities. The report covers 28 institutions. For most of these, supplementary comments briefly describe the type of training offered.

Forestry and Lumbering

11. ***FOREST RANGER.** Richard Thruelsen. *Saturday Evening Post*. [Curtis Publishing Co., Independence Sq., Philadelphia 5, Pa.] 221:32. Jan. 8, 1949 (No. 28). Issue, 15c.

Here is the story of Ranger Lee Luckinbill's job, its daily routine responsibilities as well as its more exciting aspects. Boys who like outdoor living will want to read this article of how a ranger lives, what training and experience he needs, how much he earns, and what lines of advancement are open to him.

12. **PROFESSIONAL OPPORTUNITIES IN THE WILDLIFE FIELD.** David B. Turner. [Wildlife Management Institute, 822 Investment Bldg., Washington 5, D.C.] 1948. 208pp. \$1.00.

The result of detailed investigation, this book offers valuable information about outdoor careers. It outlines the desirable training for various phases of fishery and wildlife work, describes the available training in United States and Canadian universities, and discusses the employment opportunities in this field. The information about job possibilities in federal, state, and province service includes salary rates.

Government and Public Service

13. ***FEDERAL JOB OPPORTUNITIES FOR PERSONS ENTITLED TO 10-POINT VETERAN PREFERENCE.** [U. S. Civil Service Commission, Washington, D. C.] Jan., 1949. 1p.(poster size). Free.

This sheet explains who is entitled to 10-point veteran preference and lists over

60 jobs which currently offer reasonable possibilities of appointment. For each job, the listing shows the salary range and refers the reader to a specific Civil Service Commission announcement for full particulars.

Health

14. ***CHIROPODIST.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1947. 13pp. 25c. Quantity prices.

This Occupational Guide describes the chiropodist's profession and its major specialties. It also discusses employment prospects, minimum qualifications, earnings, working conditions, and methods of entry. The section on "Guides for Vocational Selection" suggests what interests, aptitudes, and previous education are pertinent to this type of work.

15. ***JOB DESCRIPTION FOR DENTAL TECHNICIAN I.** U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

This Occupational Guide describes the work done by the dental technician and the training required. It also briefly notes related occupations, working conditions, and hazards. Wage information is not included, but space is provided for inserting local information.

16. ***THE NURSE IN THE FEDERAL CIVIL SERVICE.** Pamphlet 27. [U. S. Civil Service Commission, Washington, D. C.] 1948. 11pp. Free.

This pamphlet describes the nursing opportunities offered by Federal civil service along with salary rates, promotion, and leave and retirement benefits. A list of agencies employing nurses tells where positions are located, and a final section explains how to learn about civil service examinations.

17. ***NURSING.** Maureen Daly. High School Career Series, No. 7. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 5pp. 10c.

For girls who are seriously considering nursing as a career, this leaflet offers in-

formation about what makes a good nurse—personal qualifications and schooling. It also describes the types of job opportunities in the field and salary levels. The last section offers inspirational and factual comment on the subject by three leading women in this field.

18. **OSTEOPATHY.** H. Alan Robinson. Occupational Abstract No. 118. [Occupational Index, Inc., New York Univ., New York 3.] 1948. 6pp. 50c.

What osteopathy is and how one prepares himself for this profession are discussed in this leaflet. It covers qualifications and training, entrance and advancement, earnings, advantages, disadvantages, and future prospects. Legal recognition and chances for women in the field are also included. A bibliography provides further references about this work.

19. ***PHYSICAL THERAPY.** Maureen Daly. High School Career Series, No. 11. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 4pp. 10c.

This leaflet explains what physical therapy is and what qualifications, both personal and educational, the worker in this phase of medical science needs. Where physical therapists work and what they earn complete the story.

Home Economics

20. **OPPORTUNITIES IN HOME ECONOMICS.** Charlotte Biester. [The National Press, 293 Broadway, Milbrae, Calif.] 1948. 50pp. \$1.00.

This annotated bibliography lists books, pamphlets, and periodical articles on home economics careers. The references are divided into ten sections, each of which opens with a paragraph describing one of the main home economics specialties, such as apparel arts and textiles, home service, dietetics and nutrition, or home extension service. An additional section lists general references. Home economics teachers and students and vocational counselors will find this bibliography extremely helpful.

Iron, Steel, and Machinery

21. ***MACHINE SHOP OCCUPATIONS.** Wall Chart No. 2. Occupational Outlook Service. [Bur. of Labor Statis-

tics, U. S. Dept. of Labor, Washington 25, D.C.] 1948. 1p. (poster size). Free.

This chart provides factual information in four sections: the main machine shop occupations with 1947 employment figures; the industries that employ machine shop workers; the increase in the total number of jobs since 1899; and the comparative number of jobs in different parts of the country. A pertinent release, "Employment Outlook in Machine Shop Occupations," can also be obtained from the Bureau of Labor Statistics.

Library Work

22. *LIBRARIAN. Winifred G. Barnstead. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

This article describes the librarian's duties and the requirements for the work. It discusses opportunities for advancement, earnings, advantages and disadvantages, and getting started. The information on salaries applies specifically to Canada, but the general facts apply to other regions also.

Nonferrous Metals

23. *RADIO REPAIRMAN AND ELECTRONIC INDUSTRIES. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1947. 19pp. 25c. Quantity prices.

This Occupational Guide first considers the general aspects of work in television, industrial electronics, and radio. The second part describes radio servicing and repairing, education and training required, other qualifications, wages and hours, and methods of entry and advancement. The figures on distribution of jobs, earnings, and other particular items refer primarily to the Detroit area, but the general description of the work and its opportunities apply to the country as a whole.

Occupations, General

24. BUILDING AMERICA: TRANSPORTATION. [Building America, 140 N. 6th St., Philadelphia 6, Pa.] 1948. 32pp. 45c.

This booklet presents a survey of the importance and history of American trans-

portation — water, rail, motor, and air. It describes modern equipment and systems, national and local. Pages 22-25 discuss and picture the various types of skilled and unskilled workers employed in the transportation industry. Charts give employment figures and wage information.

25. CAREER WOMEN. [The Milwaukee Journal, Public Service Bur., Milwaukee, Wis.] 1947. 96pp. 50c.

This booklet contains a series of career articles reprinted from the *Milwaukee Journal*. To help girls who are uncertain about their own aptitudes as well as about the requirements and possibilities of different vocations, a number of women who have found notable success in a wide range of occupations here present advice based on experience. These real-life, contemporary stories should offer both inspiration and practical help to students and others who are preparing for jobs.

26. VOCATIONAL INFORMATION KIT. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. \$34.50.

Recently revised and enlarged, this collection is a complete basic library of occupational information. It might serve as a nucleus around which the counselor or librarian gradually builds a larger and more inclusive collection. The Kit includes: the *SRA Occupational Filing Plan*, made up of 70 file folders providing for as many broad occupational fields; the *Filing Plan* guide, *How to Build an Occupational Information Library*; 15 library "out" cards on which to record withdrawals; 250 "Occupational Briefs," 4 pages each, giving current information on important jobs and industries; 24 "Occupational Monographs," 48 pages each; 9 posters designed to arouse student interest in career choice and information; and a mimeographed manual giving directions for using the Kit and for keeping it up to date. The occupational publications included in the Kit are filed in the correct folders ready for immediate use.

Printing and Publishing

27. GRAPHIC ARTS CRAFTS. Désiré Kauffman. [D. Van Nostrand Co., Inc., 250 Fourth Ave., New York.] 1948. 244pp. \$2.75.

This book is a practical guide to seven

crafts: linoleum block printing, wood engraving, etching, silk screen printing, lithography, bookbinding, and letterpress printing. The techniques are kept within the resources of the hobbyist, but the text includes fundamentals of each craft; the book may well serve as an introduction to the types of work involved in the graphic arts.

28. *NATIONAL APPRENTICESHIP STANDARDS FOR THE PHOTO-ENGRAVING INDUSTRY. [Bur. of Apprenticeship, U. S. Dept. of Labor, Washington 25, D.C.] 1948. 20pp. Apply.

The demand for craftsmen in the photo-engraving industry has resulted in employer and labor organizations in the field cooperating to formulate the standards of apprenticeship presented in this booklet. These standards include qualifications for apprenticeship, credits allowed for previous experience, applicant and training tests, term and progress of apprenticeship, wages and hours, and supplementary classroom instruction. This booklet is a useful introduction to an important industry.

Radio Broadcasting

29. STEVE SEARS, ACE ANNOUNCER. William B. Levenson. [The King Co., 4609 N. Clark St., Chicago 40.] 1948. 160pp. \$2.50.

This novel combines an informational account of radio broadcasting with a fast-moving story which will appeal to high school students. When Steve Sears has the opportunity to go behind the scenes of a radio station, he and the reader learn about many radio jobs that the average listener may never know of. The book offers an insight into station organization and operation which will interest young people who are considering a radio career.

Recreation

30. RECREATION LEADERSHIP AS A FIELD OF WORK. Natl. Recreation Assn. *School and College Placement*. [Assn. of School and College Placement, 123 S. Broad St., Philadelphia 9, Pa.] 9:62-66. Dec., 1948 (No. 2). Issue, \$1.00.

This article discusses the purposes of recreation leadership and the type of positions open in this field. The agencies that

employ recreation workers, qualifications and training needed by the workers, and methods used in selecting employees are also covered. Students considering this field will be interested in the information about demand for workers and typical earnings. A list of references suggests additional reading.

Repairing Services

31. *AUTOMOBILE MECHANIC. Fred H. Barnes. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

This monograph describes the kinds of work done by the automobile mechanic, the personal qualifications and training he needs, and the ways for him to enter and advance in his trade. Working conditions and the advantages and disadvantages for this occupation are also covered. Some information, for instance that on number of workers and wages, applies particularly to Canada, but most of the article applies to automobile mechanics in any locality.

Retail Trade

32. DOOR-TO-DOOR SELLING. Earl Lifshey. [Fairchild Publications, Inc., 7 E. 12th St., New York 3.] 1948. 64pp. \$1.50.

This collection of articles which first appeared in *Retailing Daily* is described as "the factual story of a little known but rapidly growing \$7 billion industry." Written originally to inform retail merchants about the development of house-to-house selling, the articles present a complete picture of this industry and the job of the door-to-door salesman. Lists of firms that specialize in this method of merchandising are included.

33. *THE FIELD OF MODELING. Fact Sheet No. 8. [Charm, 122 E. 42d St., New York 17.] 1948. 3pp. 10c.

This fact sheet discusses both fashion-apparel and photographic modeling. It suggests how a girl can get started and work toward advancement in this field.

Science

34. *CAREERS IN PHYSICS. [Amer. Institute of Physics, 57 E. 55th St., New York 22.] 1948. 6pp. Free. Limited supply.

This leaflet presents an authoritative discussion of physics, the science and the profession. It includes information about qualifications, earnings, and training and lists some of the professional organizations and publications.

35. *THE OUTLOOK FOR WOMEN IN MATHEMATICS AND STATISTICS. Bulletin No. 223-4. Women's Bur., U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 21pp. 10c.

The girl interested in mathematics will find this pamphlet a guide to a career. It discusses the types of jobs filled by people trained in mathematics, the number and distribution of qualified persons, and earnings and advancement in this field. Of great importance is the final section dealing with the future outlook. An appendix presents Federal civil service requirements for mathematicians and statisticians.

Social Science

36. THE RECRUITMENT, SELECTION, AND TRAINING OF SOCIAL SCIENTISTS. Elbridge Sibley. Bulletin 58. [Social Science Research Council, 230 Park Ave., New York 17.] 1948. 163pp. \$1.50.

This report specifically refers to research workers in social science. It presents statistics about the number and character of potential and actual recruits and discusses present means of recruitment and selection, training on both graduate and undergraduate levels, and financing of students. In conclusion, the author points out that the problem of securing adequate social science personnel lies not so much

in recruiting superior students as in improving research training programs and facilities.

Social Service

37. *A CAREER IN THE BOY SCOUTS OF AMERICA. [Div. of Personnel, Boy Scouts of America, 2 Park Ave., New York 16.] 1949. 20pp. Apply.

Explaining the organization of the Boy Scouts, this pamphlet describes the opportunities for employment in the group's professional service. It tells what training is necessary, and how to apply. Method of entry, promotion, and compensation are also covered.

Water Transportation

38. *THE STEWARD'S DEPARTMENT. Educational Pamphlet Series, No. 10. [A. W. Gatov, President, Pacific American Steamship Assn., 16 California St., San Francisco 11, Calif.] 1948. 3pp. Free.

This leaflet outlines the duties, working conditions, and earnings of steward's department workers on American merchant ships on the West Coast. Union information is included.

Writing

39. *JOURNALISM AS A PROFESSION. [Public Service Bur., The Milwaukee Journal, Milwaukee, Wis.] 39pp. Apply.

The two articles which make up this booklet present the basic needs and requirements for careers in journalism. Both articles, "Do You Want a Newspaper Career" and "What Should Journalism Students Be Taught," were prepared by *Milwaukee Journal* editorial workers.

Non-Vocational Material

Items listed under this heading provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.

Abilities and Aptitudes

40. *INTELLECTUAL ABILITIES IN THE ADOLESCENT PERIOD. Bulletin 1948, No. 6. Off. of Education, Federal Security Agency. [Govt. Print. Off.,

Washington 25, D. C.] 1948. 41pp. 15c.

Special studies made in the Office of Education and by other investigators have resulted in this report. It outlines the

principles of the growth and development of adolescents' mental abilities and the implications such growth has for curriculum building and guidance program planning. The report also considers how measurement can be used on various school levels to implement the use of knowledge gained about adolescents' intellectual abilities.

Audio-Visual Education

41. *FILMS. [Amer. Assn. for Health, Physical Education, and Recreation, Natl. Education Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.] 1948. 18pp. 25c.

This annotated list classifies the films under such headings as: child development, dental health, environment sanitation, and growth and nutrition. Filmstrips are listed separately, and the final section provides references and sources of films and filmstrips.

42. *FILMS FOR CLASSROOM USE. [Teaching Film Custodians, Inc., 25 W. 43d St., New York 18.] 1948. 111pp. Free, limited to educators. Apply.

This handbook presents an annotated list of films classified according to subject. Producers and technical information are given for each film.

43. FILMSTRIP GUIDE. Annual Volume. Comp. by Katherine M. Holden. [H. W. Wilson Co., 950 University Ave., New York 52.] 1948. 122pp. \$3.00.

This book lists approximately 1,275 current 35 mm. filmstrips of interest to educators, counselors, and group leaders. The term "filmstrip" is explained to include also stripfilms, slidefilms, and filmslides. Part 1, an alphabetical index by title and subject, provides such information as the source, date of release, number of frames, and price. Part 2, a classified subject list, includes descriptive notes on each filmstrip. This basic reference volume will prove invaluable to anyone who wishes to make full use of available filmstrips.

44. †INTRODUCING FILMSTRIPS. Natl. Film Board of Canada. [Classroom Films, Inc., 1585 Broadway, New York.] 1947. 35mm., 39 fr.

filmstrip, b/w. \$2.00.

This cartoon-style strip shows how filmstrips serve in some teaching situations with more efficiency than books, wall diagrams, or other aids. It gives examples of the various techniques used in filmstrip production and shows how such films can supplement other instruction. Teachers and counselors who are unfamiliar with the use of filmstrips will find this film's suggestions helpful when they are planning to include similar visual aids in class work or in group counseling. The production might also be shown in teacher-training classes and leadership group meetings.

45. †USING FILMSTRIPS IN THE CHURCH. Church Screen Productions. [Society for Visual Education, Inc., 100 E. Ohio St., Chicago 11.] 1948. 35mm., 60 fr. filmstrip, b/w. \$3.00.

Although the title of this filmstrip seems to limit the strip's usefulness, the subject is actually treated thoroughly enough to be applicable to any teaching situation. The film points out a number of advantages that filmstrips offer as teaching aids and illustrates just how strips should be selected, integrated with class work, shown, and discussed. This strip consists mainly of photographs, but a cartoon sequence serves to dramatize certain points and to add interest. Educators, counselors, and group leaders who wish to get the most out of visual aids will find this production an excellent training device.

Citizenship

46. *MAKING DEMOCRACY WORK AND GROW. Bulletin 1948, No. 10. Off. of Education, Federal Security Agency. [Govt. Print. Off., Washington 25, D. C.] 1948. 23pp. 15c.

To help schools and colleges foster democratic living, this bulletin presents practical suggestions as to how students, teachers, administrators, and community leaders can participate in promoting democracy. Activities in the classroom, extracurricular programs, the home, and the community are included.

Counseling

47. *SOME CONTRASTS BETWEEN TEACHING AND COUNSELING. [Institute of Counseling, Testing and Guidance,

Michigan State College, East Lansing, Mich.] 1948. 3pp. Single copies, free.

In order to identify clearly the role of the counselor, this leaflet compares counseling with teaching on 14 points. These points cover such matters as attitude, technique, and materials used.

Education

48. **THE EDUCATION OF GIRLS.** John Newsom. [Faber and Faber, Ltd., 24 Russell Sq., London, England.] 1948. 160pp. 8s. 6d. net.

While Mr. Newsom considers the true aims of the education of girls as the problem now appears in England, much of his discussion is just as pertinent in this country. He deals with the world women will have to live in, the standards they will adjust to, and the influences they will meet. He offers the conclusion that girls' education should help them develop personalities suited to their lives and should foster individual taste and judgment. Readers will find this a thought-provoking book.

49. **EDUCATIONAL LESSONS FROM WARTIME TRAINING.** The General Report of the Commission on Implications of Armed Services Educational Programs. Alonzo G. Grace and Others. [Amer. Council on Education, 744 Jackson Pl., Washington, D. C.] 1948. 264pp. \$3.00.

World War II occasioned the training of over ten million men and women in almost every known subject — military, business, and academic. This training utilized all types of methods, those previously known and others especially developed for particular wartime situations. In this book the authors discuss what wartime experience offers to civilian education. They have studied the war training programs and here summarize the lessons found for the development of the nation's human resources.

50. ***TEACHING CONTROVERSIAL ISSUES.** [Junior Town Meeting League, 400 S. Front St., Columbus 15, Ohio.] 1948. 32pp. Free.

This booklet discusses school policy for treatment of controversial issues. It ex-

plains why they must be taken into account in the curriculum, and outlines classroom techniques for handling such issues and evaluating the study.

Elementary Education

51. **I LEARN FROM CHILDREN: AN ADVENTURE IN PROGRESSIVE EDUCATION.** Caroline Pratt. [Simon and Schuster, Inc., 1230 Sixth Ave., New York 20.] 1948. 204pp. \$2.75.

Written by the founder of one of America's outstanding progressive schools, this book tells how that school came to be. It presents findings about how children learn through play as seen by skillful teachers in actual situations. This book, both informative and interesting, is of importance to anyone who wants to understand children.

Handicapped

52. ***OPPORTUNITIES FOR THE TUBERCULOUS.** [Off. of Vocational Rehabilitation, Federal Security Agency, Washington 25, D. C.] 24pp. Apply.

The purpose of this pamphlet is to inform persons who have a history of tuberculosis about the variety of services available through government programs of vocational rehabilitation. Who is eligible for these services, how to apply, suitable jobs, and earnings are considered.

Health and Hygiene

53. **INTRODUCTION TO HEALTH EDUCATION.** Jackson R. Sharman. [A. S. Barnes and Co., Inc., 67 W. 44th St., New York 18.] 1948. 273pp. \$3.00.

Teachers who must assume responsibility for educating boys and girls in healthful ways of living will find this textbook a fine introduction. It discusses the purpose of health education and the school health service as well as considering curriculum and method in health education. The last few chapters deal specifically with nutrition, safety education, exercise, recreation, and mental hygiene.

54. **THREE FRIENDS.** Elizabeth Montgomery and Dorothy Baruch. [Scott, Foresman and Co., 433 E. Erie St., Chicago.] 1948. Pupils' ed., 160pp. Teachers' ed., 160pp., plus

guidebook material, 48pp. \$1.16 each.

Written for second graders, this book is part of the Health and Personal Development Series, which is designed to provide for mental health as well as physical health and safety. The book presents stories about Johnnie, Sue, and Sam, stories that show the readers that other youngsters, too, experience fears, disappointments, surprises, and all the other things that make up daily life. The guidebook material in the teacher's edition offers suggestions for reading and discussion and points out opportunities for parent-teacher cooperation.

55. You. Dorothy Baruch and Others. [Scott, Foresman and Co., 433 E. Erie St., Chicago.] 1948. Pupils' ed., 288pp. Teacher's ed., 288pp., plus guidebook material, 127pp. \$1.48 each.

Written for preadolescents, this book, part of the Health and Personal Development Series, is based on the modern idea that health of mind and body go together. Going beyond the principles of physical health, the books in this series explore the fields of safety, mental health, and social well-being. In *You*, the lessons are taught through stories about boys and girls who will seem familiar and real to fifth-graders.

Higher Education

56. A BIBLIOGRAPHY OF SCHOOL AND COLLEGE INFORMATION. Ruth E. Anderson. [Ruth E. Anderson, Staatsburg-on-Hudson, New York.] 1948. 26pp. 50c. Reprinted from *The Bulletin of the National Association of Secondary-School Principals*, Nov., 1948.

Guidance officers, teachers, and librarians will find this bibliography of reference materials helpful as a guide to assembling publications about higher education. Each listing is annotated to indicate the publication's scope, and the entire bibliography is separated into three divisions: general, special, and geographical.

57. HIGHER EDUCATION FOR AMERICAN DEMOCRACY. The President's Commission on Higher Education. [Harper & Bros., 49 E. 33d St., New

York 16.] 1948. 6 volumes bound together. \$3.75.

This report presents the results of an extended study of the nation's colleges and outlines the recommendations of the President's Commission. The first volume, "Establishing the Goals," introduces the problem and sets the general pattern for the rest of the report. The other volumes discuss barriers to equal opportunity for advanced education and the subjects of organizing, staffing, and financing higher education. The final volume presents basic information used by the Commission. The Commission's suggestions, which cover every important phase of college operation should interest educators who are concerned with basic educational policies.

Human Relations

58. *ABC'S OF SCAPEGOATING. Gordon W. Allport. Rev. ed. [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1948. 56pp. 20c.

This pamphlet presents an objective study of scapegoating — the phenomenon of transferring blame or guilt for our misfortunes to some other person. The author discusses the motives in scapegoating, types of scapegoaters and scapegoats, the forms of scapegoating, and methods to combat it. Of special interest to counselors and teachers who work with children is the chapter on "Sources of Race Prejudice in the Child."

59. *PREJUDICE. Armed Forces Talk 210. [Govt. Print. Off., Washington 25, D. C.] 1948. 8pp. 5c.

Emphasizing the fact that prejudice hinders progress by diverting attention from real issues, this talk reveals the illogical and dangerous nature of prejudice against "minority groups." The discussion, presented in an organized, objective style, answers such questions as: "How do prejudices develop?" "What is a minority?" "Why is religious and racial prejudice a threat to all of us?"

Industrial Relations

60. WHY MEN WORK. Alexander R. Heron. [Stanford University Press, Stanford, Calif.] 1948. 197pp. \$2.75.

This book presents a new approach to the question of why men work. The author "challenges the belief that financial rewards and penalties are wholly equal to the important task that we entrust to them — inducing men to work." He seeks the fundamental reasons why men work or withhold effort, and he offers an answer to the problem. The book is profitable reading for all who are interested in preserving the principles upon which American life is based.

Leisure

61. *RECREATION. [Amer. Assn. for Health, Physical Education, and Recreation, Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1948. 20pp. 25c.

This bibliography includes both references on the general subject of recreation and others identified under the headings: dance, drama, games and athletics, handicraft, music, outing activities, and community. Many of the listings include brief descriptive annotations.

Libraries

62. THE LIBRARIAN AND THE TEACHER IN GENERAL EDUCATION: A REPORT OF LIBRARY-INSTRUCTIONAL ACTIVITIES AT STEPHENS COLLEGE. R. Lamar Johnson, Eloise Lindstrom, and Others. [Amer. Library Assn., 50 E. Huron St., Chicago 11.] 1948. 69pp. \$2.00.

This report is based on fifteen years of experience at Stephens College during which time the librarians and teachers have been working to make the library an integral part of the teaching program. The book summarizes the methods used by the librarians to become familiar with and participate in teaching. The last chapter presents the implications the Stephens College plan holds for other schools and colleges. This book will interest librarians and administrators who wish their school libraries to do the best work possible.

63. THE LIBRARY BROADCASTS. Frances G. Nunmaker. [H. W. Wilson Co., 950 University Ave., New York 52.] 1948. 166pp. \$2.25.

This book presents facts about who listens to the radio in order to bring out the

point that librarians should make use of this medium for advertising and public relations. Later chapters explain the inner workings of radio stations, ways libraries can use radio, and steps in planning a program and getting it on the air.

Marriage

64. THE ENGAGED COUPLE HAS A RIGHT TO KNOW: A MODERN GUIDE TO HAPPY MARRIAGE. Abner I. Weisman, M. D. [Renbale House, Publishers, Inc., 1165 Broadway, New York.] 1948. 256pp. \$3.00.

Dr. Weisman offers a frank discussion of the physiological and psychological aspects of marriage from pre-marital planning through early marital adjustments to pregnancy and child birth. Addressed especially to engaged couples, the book covers the responsibility of both the man and the woman in making the marriage a success. This is not a text on sex physiology, but that subject is adequately covered. A list of selected readings provides references for further study.

Psychology

65. PSYCHOLOGY AND LIFE. Floyd L. Ruch. 3d. ed. [Scott, Foresman and Co., 433 E. Erie St., Chicago.] 1948. 782pp. \$3.75. Workbook, \$1.50.

This introductory textbook on psychology presents the latest scientific studies in this field in a manner designed to interest the student and to show him the relationship between this science and his own life. Thus the text progresses from the theoretical consideration of learning, motivation, emotion, perception, and so on, to practical application of the knowledge gained to individual and group situations. The latter chapters of the book discuss emotional adjustment, individual differences, human relations, and psychology in industry.

66. PSYCHOLOGY AND SUCCESSFUL LIVING. Charles C. Josey. [Charles Scribner's Sons, 597 Fifth Ave., New York.] 1948. 405pp. \$3.25.

This text has been written to allow students an opportunity to study psychology as it affects daily living. The first part of the book discusses the subject matter of psychology, human nature and its needs. Bringing the discussion down to the individual, the author then considers individual differences.

personality, efficiency, vocations, leadership, and emotions. On the social adjustment level, there are chapters on marriage and child care, crime and delinquency, and citizenship.

Psychology, Educational

67. **EDUCATIONAL PSYCHOLOGY.** Robert A. Davis. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1948. 349pp. \$3.00.

This book for teachers will help them understand the learner and direct the learning process. The chapters in the first part explain how young people progress from one stage of growth to the next, physically, mentally, and emotionally. The second part assists the teacher in preparing learning materials, identifying learning goals, and progressing toward those goals. This book should be of real help both to students training for teaching and to those with some experience in the field.

68. **EFFECTIVE THINKING: HOW TO USE IT FOR GREATER ACHIEVEMENT.** Dwight E. Watkins. [Ronald Press Co., 15 E. 26th St., New York 10.] 1948. 319pp. \$3.50.

Explaining that many of the failures of our daily lives actually result from slipshod thinking, the author sets forth a few simple principles for effective, clear thought. Following his procedures, anyone should be able to achieve greater success in all his activities. Written for easy understanding and remembering, the text includes discussion of the nature of thinking, the basic importance of facts, cause and effect, applying general laws to specific cases, meanings of words, prejudice, emotion, and creative thinking, as well as other phases of the subject. Because of the important effect of clear thinking upon human relations, teachers, counselors, and others who work with people, will find this book useful.

69. **THEORIES OF LEARNING.** Ernest R. Hilgard. [Appleton-Century-Crofts, Inc., 35 W. 32d St., New York 1.] 1948. 409pp. \$3.75.

In this volume the author introduces and explains the major theories of learning current among psychologists doing research in this field. The final chapter presents the author's own opinions of these theories.

Because of their work in learning situations, teachers should be especially interested in this book.

Safety

70. ***THE HIGH SCHOOL PRINCIPAL AND SAFETY.** High-School Series, Bulletin No. 1. [Nat'l. Education Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.] 1948. 31pp. 35c. Quantity prices.

A guide for high school principals, the bulletin covers various aspects of improving school safety programs. From consideration of the need for a safety program, it proceeds to steps in planning and getting such a program into operation.

Secondary Education

71. ***HIGH SCHOOLS AND EDUCATION.** Samuel A. Nock. Human Affairs Pamphlets, No. 32. [Henry Regnery Co., 53 S. Washington St., Hinsdale, Ill.] July, 1948. 20pp. 25c. Quantity prices.

What the role of the high school should be is the subject of this timely discussion. Starting with certain suggestions made by members of the Commission on Life Adjustment Education for Youth, the author examines the present high school curriculum and offers conclusions as to what is needed to educate young people for intelligent, capable living.

Sex Education

72. ***EDUCATION FOR PERSONAL AND FAMILY LIVING AS APPLIED TO THE SOCIAL HYGIENE FIELD.** Ed. by Jacob A. Goldberg. [Amer. Social Hygiene Assn., Inc., 1790 Broadway, New York 19.] 1948. 20pp. 15c. Reprinted from the *Journal of Social Hygiene*, June, 1948.

Pointing out that education for personal and family living is based on recognition of the important and dignified place the sex factor merits in human living, this report considers how schools and colleges can fit such education into their programs. Teacher training and parent education, as they affect the education of school children, are also discussed.

Social and Personal Adjustment

73. ***DAYS OF OUR YOUTH.** Blanche

Paulson. Self-appraisal and Careers Pamphlet No. 6. [Board of Education, 228 N. LaSalle, Chicago.] 1948. 70pp. 25c. Limited supply.

This booklet discusses a number of matters concerned with human growth, physical and mental. It presents a clear treatment of the adolescent problems of gaining emotional independence and preparing for adulthood. What makes personality and how one can change his personality are considered. The booklet was developed through actual use of the material with high school students.

74. GETTING ALONG WITH OTHERS. Helen Shacter, Ph.D. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 75c. Dr. Shacter, who teaches psychology at Northwestern University as well as maintaining a private practice in which she works mainly with young people, has written a booklet on successful social relations especially for young people. She makes

the point that basically we are all social with social needs which must be fulfilled if we are to live satisfactory lives. Other aspects of the situation considered by Dr. Shacter include the factors behind unsuccessful social relations and the social skills which make for better relations with others. She also discusses the topic of getting along with the other sex, a problem which frequently gives special concern to teen-agers.

75. GROWING UP. R. Floyd Cromwell and Morgan D. Parmenter. [Guidance Publications, Box 89, Niagara Square Station, Buffalo 1, N.Y.] 1948. 64pp. 50c.

This text-workbook deals with typical adolescent problems of growth, planning life goals, studying, hobbies, health, courtesy, emotions, getting along with others, and choice of vocation. The discussion and assignments are particularly planned for use in grades 7, 8, and 9, and the book should work in well with group guidance on these levels.

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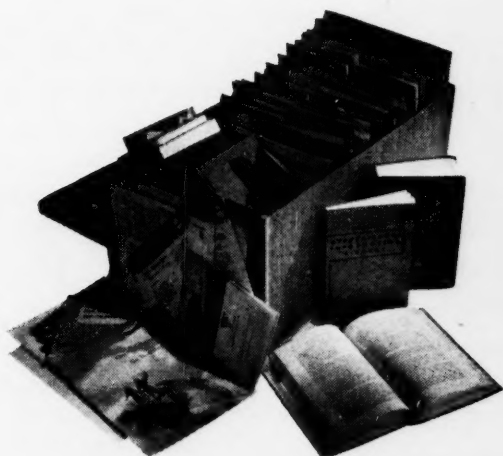
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